

OUTFITTERS & GUIDES LICENSING BOARD	POLICY MANUAL	POLICY NUMBER: 2022	PAGE NUMBER: 1 of 2
		SUBJECT: Validated Training Form Procedures	Adopted: 05-01-92 Revised: 1-01-06 Reformatted:

OG-17 (01/06)

BOATER'S VALIDATED TRAINING FORM (VTF)

TO REQUEST A VTF: Complete the form below and submit it along with a guide license application form and the appropriate fees. Outfitters may request and be issued one VTF per year per guide. There will be no fee charged for the first VTF. Additional VTFs may be requested and issued upon payment of a \$10 special processing fee.

ISSUANCE: Once a completed request form is received a VTF, crimped with the IOGLB's seal and initialed, will be issued to the outfitter and the guide training trips may be taken. As each trip is completed applicable sections of the form must be completed and signed by the trip supervisor. At the completion of all training trips, the outfitter must sign and date the training form attesting that the required training trips were completed. The completed VTF must be mailed to the IOGLB upon completion of training.

RETURNING A VTF: A new guide with no training provided through other IOGLB processes must return one VTF during the current license year to validate their license with training. There will be no fee charged. A new guide who is provided a validated training form but who does not return it, amend their license, or provide some other approved training document during the current license year will be required to apply as a new guide in a subsequent license year.

Completed VTFs issued in years prior to the current license year may be submitted as a training log with guide re-license applications to upgrade the license for additional river sections or lakes. There will be no additional fee other than the annual license fee. Outfitters submitting a VTF to upgrade a guide license during the current license year and after the initial license has been issued shall be charged a guide amendment fee. Up to three VTFs may be processed under one guide amendment fee when submitted together.

VALIDITY DATES: All VTFs are issued for the current license year and are good only for that year unless combined with a subsequent year VTF as outlined in IDAPA 25.01.01.043.04. To be valid a VTF must be crimped with IOGLB's seal and initialed. All VTFs (crimped with the IOGLB's seal) will be valid for 20 days from the date they are signed and dated by the outfitter. After the initial 20 days, guide licenses must be amended if the guide wishes to continue to operate on a river section or lake authorized by a VTF.

Incomplete VTFs may be held and combined with a current year VTF when properly executed by the outfitter. These combined forms may be used as a 20 day temporary guide license only in the current license year. Both forms must be in the possession of the guide while guiding and may only be used one time as a 20 day temporary guide license. Once they have been used for a twenty day temporary license, they must be returned for processing.

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REQUEST FOR VALIDATED TRAINING FORM (VTF)

Name _____ Height _____ DOB ____
 Address _____ Weight _____ Sex ____
 City _____ State _____ Zip _____ Hair _____ SSN ____
 Date of Request: _____ Guide License No. _____

I request a VTF for the following river sections, lake or reservoirs:

_____	_____	_____
Power/Float (circle one) (circle one)	Power/Float (circle one)	Power/Float
(No Charge)	(\$10.00)	(\$10.00)

Code references for river sections, lakes or reservoirs can be found on the Outfitter/Guide River Boating Application Training Requirements form (OG-5). The OG-5 is available at www.state.id.us/oglb/oglbhome.htm under Licensing Forms.

Outfitter Signature: _____